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(33)

13 November 1952

MEMORANDUM OF UNDERSTANDING

SUBJECT: Administrative Support for Cable Secretariat

1. This memorandum of understanding sets forth agreements which have been made for the purpose of providing administrative support to the CIA Cable Secretariat.

2. The Office of Communications will provide all personnel and career management support for the Cable Secretariat not normally provided by the CIA Personnel Office. The career management of all Cable Secretariat personnel will be administered by the Career Service Board of the Office of Communication before which there will be Cable Secretariat representation when Cable Secretariat personnel are considered. All personnel actions on Cable Secretariat personnel will require joint approval from appropriate representatives of the Office of Communications and the Cable Secretariat.

3. All security matters involving the Cable Secretariat will be handled in their behalf by the Security Division, Office of Communications in coordination with the Inspection and Security Office.

4. The Training Branch, Operations Division, Office of Communications will render training liaison support and staff assistance on training matters to the Cable Secretariat.

5. The Cable Secretariat will deal directly with the appropriate elements of CIA on all other administrative support including the following:

a. General Services functions, including floor space, printing, telephones, machine records, and parking spaces.

b. Organization and methods matters, including regulations, notices and forms.

c. Budget and Fiscal matters (The Cable Secretariat Budget is to be a part of that for the Office of the Director, CIA).

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d. Procurement, Supply, and other logistics matters.

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/s/
Executive Asst. to the Director

/s/
Ass't. Director for Communications

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Chief, O&M Service

cc: Personnel Director
ADD/A (Security)
Director of Training
Chief, General Services
Comptroller
Chief, Procurement & Supply

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